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Report For Week Ending 5 November 1957
 From
 Records Center

During this week the following accessions were made:

DD/P	347 Cu. Ft.
Finished Intelligence	114 " "
Sub-Total:	<u>461 Cu. Ft.</u>
Map Negatives	1,007 Cu. Ft.
Records Holdings	25,302 " "
Distribution Material Holdings	11,012 " "
Sub-Total:	<u>37,321 Cu. Ft.</u>
Distribution Material Disposed of at Center	22 Cu. Ft.
Distribution Material Transferred from Center	11 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "

Accessioning

The Center received 347 cubic feet of material from the DD/P Area. This brings the total holdings for this area to 7986 cubic feet, which leaves only 744 cubic feet of shelving space available for new accessions.

The State Department returned 27 cubic feet of NIS material.


Reference

OO/FDD has concurred in the stock level requirements for finished intelligence which had been prepared by the Center.

The Center has completed the regrading of 1085 documents for OCR/Library.

Disposal

The destruction of records has averaged 20 cubic feet per day since the enclosed metal fence was constructed.


 Chief, Records Center Division

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,430	10,480	11,910
DD/P	744	7,986	8,730
DD/S	429	7,911	8,340
DD/S (Compt.Grilled Area)	57	423	480
DD/I	619	6,821	7,440
DD/I (Grilled Area)	1,093	2,687	3,780
DCI	3	27	30
Map Negative	<u>583</u>	<u>1,007</u>	<u>1,590</u>
TOTAL:	4,958	37,342	* 42,300

* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

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Weekly Activity Report

1. Survey of Personnel-type Vital Records

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- a. In line with our previous meeting, furnished a copy of a revised deposit listing of personnel-type records to the Office of Personnel Records Management Officer on 6 November 1957. I ~~arranged~~^{ARRANGED} the listing according to media of deposit, which the OP/RMO prefers as a means of avoiding duplication of similar data between components. Since our last meeting, the Office of Personnel has decided to deposit even more records less frequently. The RMO/OP will check out the listing with the various divisions and then schedule a meeting for us with [] to clear the inclusion of the listing in the study for the guidance of all concerned components.
- b. The actual records stored in the Repository for the Office of Training are far more extensive than those listed on the approved deposit schedule. Therefore, I reviewed the above-mentioned lists with the OT/ARO on 6 November and he agreed to make a trip to the Repository next week for the purpose of removing as much of the non-vital data as possible. The ARO/OT mentioned that he had not received any vital records for deposit from the JOT component and asked whether or not I thought such an activity should have some type of vital material to deposit. I presented a description of the ~~substance~~^{SUBSTANCE} of the material that I felt the JOT activity should deposit. [] stated he would arrange for a meeting between [] of the JOT Office and each of us to discuss this subject further. 25X1 25X1
- c. In line with more current data that has been received, am making several revisions to the current draft which should be completed this week.

2. Training: Attending the "Writing Workshop Course".

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